Responsibilities of DC/OC-A/B&F

- 1. Overall day-to-day supervision of Finance and Budget Sections. Guide and assist them in problem areas and in general management. Edit their drafts of cables, dispatches, memoranda and briefings. Develop special assignments for Finance and Budget Section personnel, e.g., development of lump sum leave cost projections, analysis of PRA encumbrance trends.
- 2. Write OC finance regulations, e.g., regulations on mileage and per diem entitlements.
- 3. Write papers for D/OC signature on matters being presented to SSA/DD-M&S for approval, e.g., request for exception to 30% SLQA provision of regulations.
- 4. Brief OC and other personnel preparatory to their 25X1A6a leaving for overseas assignments, e.g., briefed Administrative and Watch Officers and OC C/T on budgets and related matters.

25X1A6a

5. Prepare and execute training and work plans for C/T's assigned for four-week periods in B&F Branch, e.g., history of budget, preparation and execution of budget plans, etc.

- 6. Work with C/B&F in developing new approaches to management of Branch affairs and in problem solving, e.g., work load distribution, cross-training of Section personnel.
- 7. Coordinate on actions involving other Agency Offices, e.g., multi-office financing of contracts, non-OC leased line costs, overtime transfers.
- 8. Develop and execute records management plan for Branch including records retention and disposition schedules and edit of files.
- 9. Prepare correspondence to Field Station on budget, finance and administrative matters.
 - 10. Prepare B&F Branch quarterly activity report for D/OC.
 - 11. Financial certifying officer duties.
- 12. Prepare FAN data input to computer, revisions, updates, e.g., recently prepared proposal which met requirements of financial managers for subsidiary FANS but which also saved labor which otherwise would have been expended preparing 285 personnel actions. Proposal has been effected.

25X1A6a

13. Review budgets for new field activities, e.g., on
25X1A6a

budget submitted by for new activity at reviewed

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it and prepared recommended budget for FY 1974. Budget has been approved.

25X1C4a

14. Prepare correspondence to for signature of AD/Liaison, e.g., requests for allotments and revisions of the allotments.

25X1C4a

25X1A9a

- attend sessions and prepare all input to computer on Program, Office Estimates and Congressional Budgets.
- 16. Develop personal services estimates for program and budget, e.g., position and man-year data, average salaries, grade structure exhibit.

25X1A

- 18. Prepare special analysis of budget execution data for financial managers, e.g., took manager's representative step-by-step through his trend reports, updated the obligations and encumberances and presented status of manager's accounts
- 19. Analyze trend reports and prepare projections, e.g., prepare projections of personal services costs through end of

CONTINENTIAL

as of date of briefing.

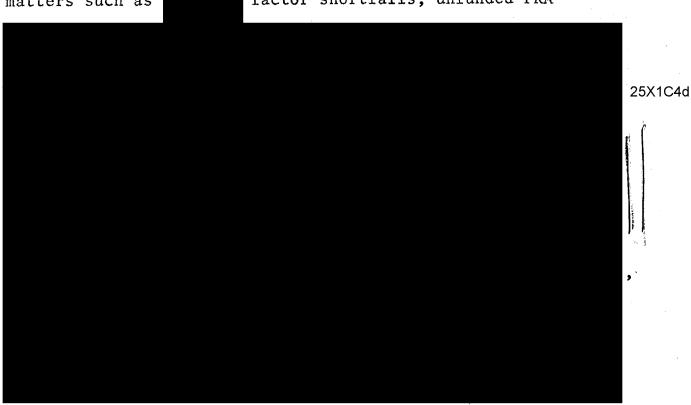
fiscal year for D/CO briefings.

20. Liaison with AD/LIAISON on reimbursements to and from other agencies, e.g., prepare back-up data on which AD/LIAISON staff will base

25X1A12

Responsibilities of C/OC-A/B&F

1. Maintains liaison with senior OC and PPB personnel in budget formulation and execution. Resolves with PPB budget matters such as factor shortfalls, unfunded PRA



3. Devise and implement operating procedures for:

A. Obligation Control -

- 1. Recently revised Travel Order handling.

 Result was better obligations for travel

 and reduction of 24" of safe space.
- 2. Property document handling procedures were revised resulting in time savings and 4" of safe space.

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25X1C

3. Refined obligation procedures for GSA Job Orders resulting in saved time and more accurate obligations.

B. Financial Matters

1. Developed criteria for payment of per diem and mileage at (about 25 different combinations).

25X1A6a

- Determined qualifying interchange points for using foreign airlines.
- 3. Strenghtened mechanism for notifying advances of delinquent travel advances resulting in

prompter refunds and accounting.

For any of the process of Budget Execution length to

 Working with SIPS group to develop a reporting system for property encumbrances on at least an object class level.

- 4. Serves as senior certifying officer for travel advances, home service transfer allowance claims and other decentralized transactions.
- 5. Prepares correspondence with field on policy and problems, and furnishes financial guidance. Some examples:
 - A. Guidance to leave reimbursement handling 25X1A6a procedures.
 - B. Guidance and arrangments with OTS, EA, NE on

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worked on their behalf. 25X1A6a C. Consults \with and provides professional financial assistance to OC managers. Some recent examples: Organized and coordinated an effort leading to a recommendation to DD/MGS to provide unfunded PRA to allow the conversion of allocation 26 to a Type II property account. to provide^{25X1A9}a Met with Messrs, advice on FAN resource management. to resolve OC respon- ^{25X1A9a} С. Worked with I 25X1C4a sibility for funding for teletype paper. 25X1A9a D. Coordinated with a plan for extracting 25X1A2d2 data from reports leading to a billing to 25X1C4a

reporting and reimbursements to OC for overtime